Professional Development Day
Friday, August 19, 2016
Washington High School
8:00-3:00 p.m.

Proud Past,
Hopeful Future.
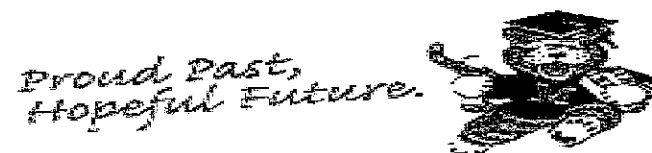
See notes on back

Pre-K through 12th Grade Teachers Professional Development Schedule

Chromebooks will be available to use; however it is highly recommended that you bring your own laptop

	PreK-2nd Grade	3rd Grade	4th-8th Grade	9th-12th Grade
8:00-9:00 a.m.	OTES/SLO Auditorium	OTES Auditorium	Inclusive Practices Media Center	SunGard C100
9:00-10:00 a.m.	SunGard C100	SunGard C100	Inclusive Practices Media Center	OTES/SLO Auditorium
10:00-11:00 a.m.	SunGard C100	SunGard C100	OTES/SLO Auditorium	Inclusive Practices Media Center
11:00-12:00 p.m.	Lunch	Lunch	SunGard C100	Inclusive Practices Media Center
12:00-1:00 p.m.	Vertical Alignment Band Room LITETOUCH Board Training **(Pre-K Teachers)** A.O. Room 7	SLO Auditorium	Lunch	Lunch
1:00-2:00 p.m.	Inclusive Practices Media Center	Inclusive Practices Media Center	Reading Plus C101	Content TBT's C100
2:00-3:00 p.m.	Inclusive Practices Media Center	Inclusive Practices Media Center	Reading Plus C101	Content TBT's C100

August 8, 2016

Inclusive practices - was given powerpoint
Done by Ryan Spricer **and** papers to take notes on
in large print

OTES/SLO — Presented by MEA (Alice Johnston)
Note: Because not for AGT, materials not
given

Sungard - replacing Pinnacle. I was able to get into
program but couldn't do what they were
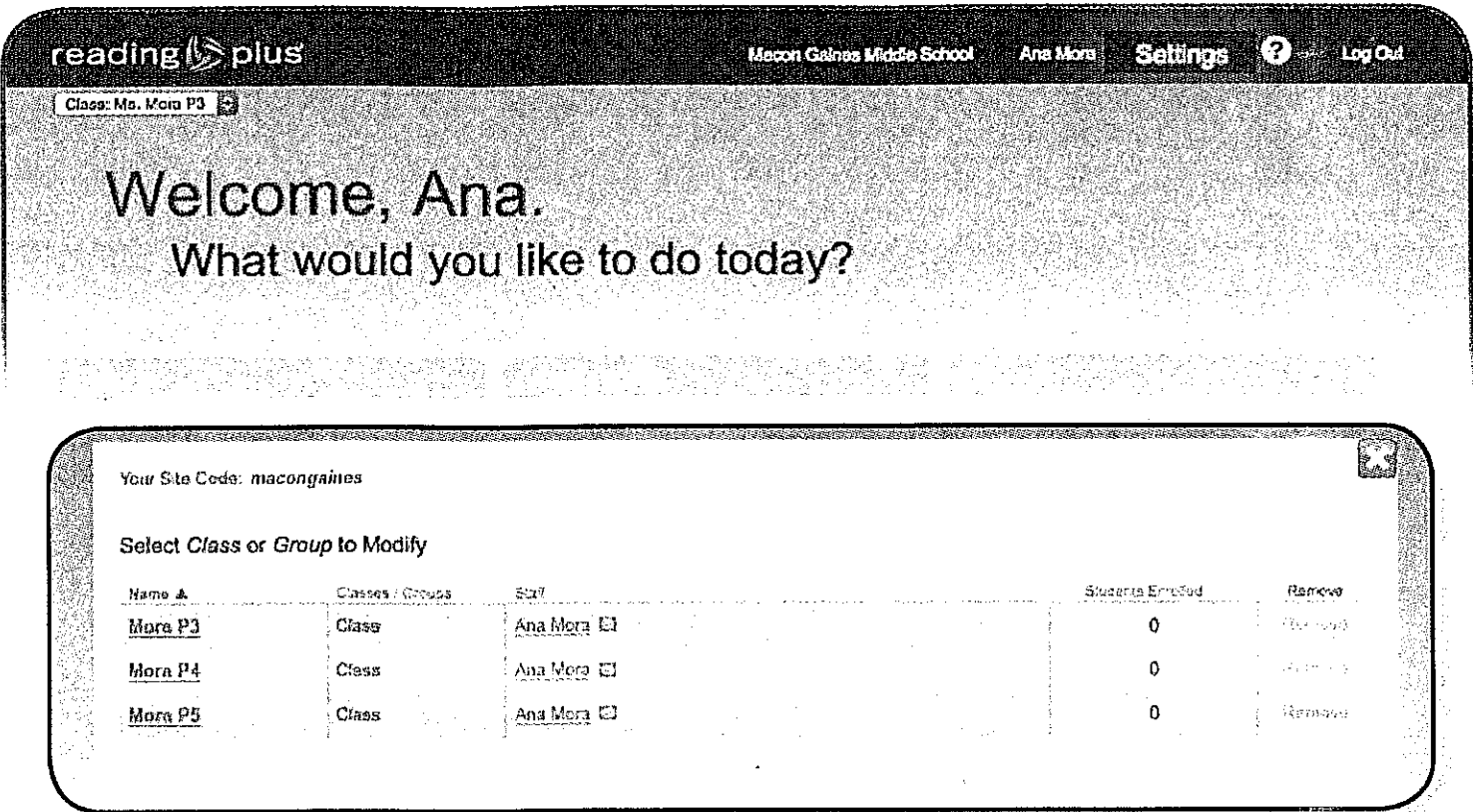presenting, as I did not have a class list

Reading Plus - was not given presentation in
accessible format (re. either
electronically or in ~~[scribbled out]~~ hard copy
Paperwork not in 18 font

Given by Chris Ferrell on 8/31/16 for PD that was on 8/19/16

Teacher Quick-Start Guide

Set Up Classes

Enroll your students and print usernames and passwords.

Log in

- Go to **login.readingplus.com** and press *Educator Login.*

- Enter your username and password.

Press *Settings*

Note: If you logged in to an administrator account, click the uppermost *Classes* tab, then click the gear icon to the left of a class name to access class settings.

Select a Class

- Press the name of the class in which you will enroll students.

- If you logged in to an administrator account, click the gear to the left of the class name to access class settings.
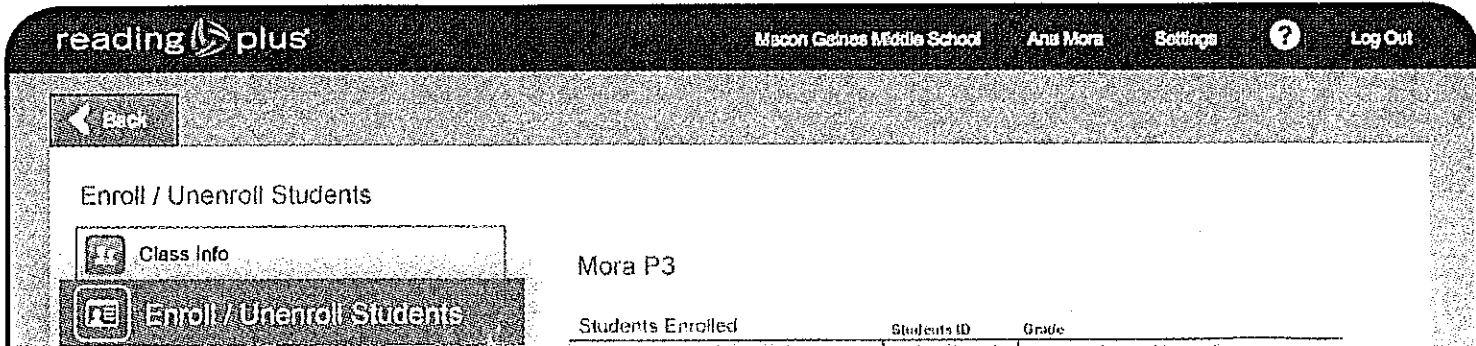
Enroll Students

- Press *Enroll / Unenroll Students.*
- Press *+Enroll* to access the Student Roster.
- Press the student's name to enroll.

Note: Always check the Student Roster before enrolling manually to avoid duplicate student accounts.

Create New Student

- Press *Create New Student* to enroll any students whose names do not appear on the Student Roster.
- Enter information into all fields.
- Press *Save.*

Print Student Usernames and Passwords

- Press *Username and Password Report.*

Set Class Calendar

Set your class calendar and weeks off.

Calendar Settings

Class Info

Enroll / Unenroll Students

Class Calendar

Class Program Settings

InSight Settings

Class Instructional Assignments
Weeks begin on Saturday at 12am

Class Start Date   Class End Date   Your class calendar allows for
Select Week   Select Week   including any exception weeks

August	19 20 21 22 23 24 25
September	26 27 28 29 30 31 1
	2 3 4 5 6 7 8
	9 10 11 12 13 14 15
	16 17 18 19 20 21 22
	23 24 25 26 27 28 29
October	30 1 2 3 4 5 6

Set Your Start and End Weeks

- Press *Class Calendar.*

- Press *Select Week* in the *Class Start Date* field, scroll in the calendar to find the first week of instruction, and press the week. Students' assignments begin accumulating during Start Week.

- Press *Select Week* in the *Class End Date* field, scroll to find the last week of instruction.

Set Exception Weeks

Press *Set any weeks your class has off* to set assignment exception weeks. These are weeks such as holidays or testing weeks when students are not expected to complete assignments.

- Scroll to find the identified week.
- Press on the week.
- Zero out assignments by typing in the box or using the down arrows to define.
    - 0 for *iBalance* (iB)
    - 0 for *ReadAround* (RA)
    - 0 for *SeeReader* (SR)
- Add a description to note the reason for the exception week.
- Press *Apply.*

Note: During exception weeks, students can still complete lessons. This is a great opportunity for students to make up work.

Set Program Assignments

Program Assignments

Class Info

Enroll / Unenroll Students

Class Calendar

Class Program Settings

InSight Settings

Custom Program Assignments (Weeks conclude on Saturday at 12am)

◉ Use Custom Program Assignments

○ Use Recommended Assignments

5 ⬍ SR lessons per week

Additionally, assign *ReadAround (RA)* and *iBalance (iB)* as needed.

4 ⬍ RA lessons per week

0 ⬍ iB lessons per week

Default Schedule Time Commitment:

5 *SeeReader* lessons (~15 min/lesson) = ~1hr, 15 min/week
4 *ReadAround* lessons (~10 min/lesson) = ~40 min/week
0 *iBalance* lessons (~10 min/lesson)

Total Weekly Time Commitment = ~1 hour, 55 minutes

Make necessary adjustments based on available time.
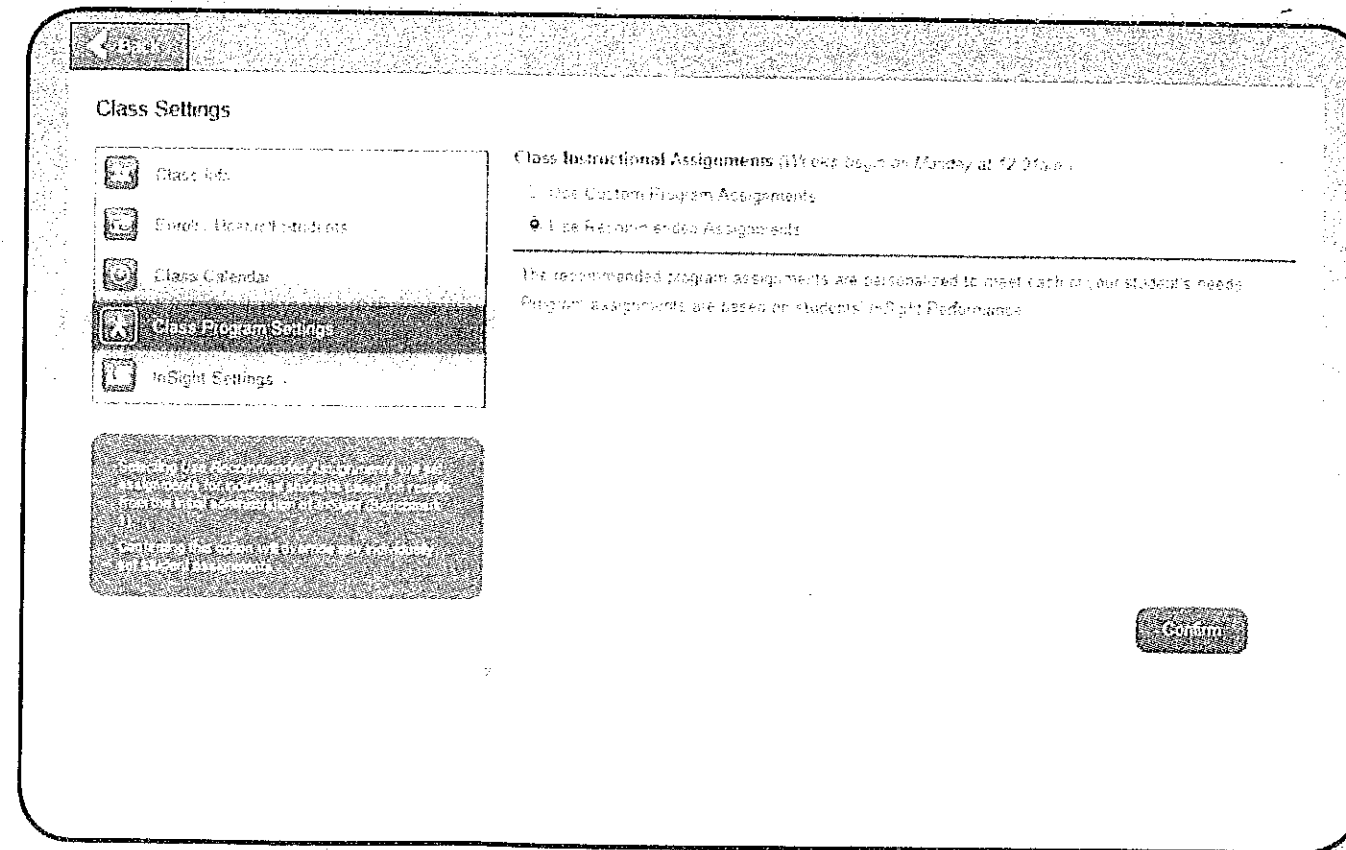Ensure students get sufficient *SeeReader* practice to achieve goals.

Set Custom Program Assignments

- Press *Class Program Settings.*

- By default, every student will complete 5 *SeeReader* (SR) lessons, 4 *ReadAround* (RA) lessons, and 0 *iBalance* (iB) lessons each week.

  - Use the up/down arrows to adjust weekly assignments as needed.

- Press *Confirm.*

OR

Class Settings

- Class Info
- Enroll Transfer Students
- Class Calendar
- **Class Program Settings**
- InSight Settings

Class Instructional Assignments (Weeks begin on Monday at 12:01a.m.)

- Use Custom Program Assignments
- Use Recommended Assignments

The recommended program assignments are personalized to meet each of your student's needs. Program assignments are based on students' InSight Performance.

Selecting Use Recommended Assignments will set assignments for individual students based on results from the initial administration of InSight assessment. Confirming the option will remove any individually set student assignments.

Confirm

Consider Recommended Program Assignments

- Press the radio button if you choose to *Use Recommended Program Assignments* for all students in your class.

- Reference the *Class Placement Report* to view individual students' recommended program assignments based on the *InSight* assessment.

Note the approximate hours per week associated with each student's recommended program assignments. Ensure that you have class time available to accommodate individualized schedules.

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